



**Policy:** 1101  
**Procedure:** 1101.05  
**Chapter:** Communications  
**Rule:** Electronic Recording of Conversations

**Effective:** 11/07/05  
**Replaces:** 1101.05  
**Dated:** 11/16/04

**Purpose:**

**ARIZONA DEPARTMENT OF JUVENILE CORRECTIONS (ADJC) EMPLOYEES and INTERNS** shall not electronically record any work-related conversations, personnel hearings, or person-to-person conversations in meetings without the knowledge and voluntary consent of all persons involved in the hearings or meeting(s).

**Rules:**

1. **EMPLOYEES** shall not electronically record any work-related person-to-person oral communications, telephone conversations, or meetings with other ADJC employees without the knowledge and voluntary consent of the other person(s) involved.
2. The **PERSONNEL BOARD** per ARS §41-785 may record personnel hearings.
3. The **YOUTH HEARING OFFICER** shall electronically record all Due Process Hearings.
4. In conjunction with an administrative investigation and/or a criminal investigation, an **INSPECTIONS and INVESTIGATIONS DIVISION (IID) INVESTIGATOR** may electronically record work-related conversations to which s/he is a party.
5. An **IID INVESTIGATOR** may electronically record conversations to which they are not a party if the recording occurs in an area where there is no reasonable expectation of privacy and/or the recording is made by a Law Enforcement Officer (IID Investigator) pursuant to an investigation, which otherwise is lawful.
6. Per ARS §13-3012.9 **EMPLOYEES AT THE DIRECTION OF AN IID INVESTIGATOR** may record specified individual(s) in order to aid in an investigation and/or participate in a confrontation call.
7. **VOLUNTEERS** shall only record with the written authorization of the secure facility Psychologist and approval of the juvenile and parent or guardian utilizing Form 1101.05A Informed Consent for Audio Taping where applicable.
8. **ADJC INTERNS and EMPLOYEE INTERNS** may electronically record for the explicit purpose for classroom learning skills from an accredited post secondary school/college/university as defined by the United States Department of Education.
  - a. **ADJC INTERNS and EMPLOYEE INTERNS** shall complete Form 1101.05A Informed Consent for Audio Taping prior to audio taping which include the following:
    - i. The form must be approved and signed by both the juvenile and parent or guardian;
    - ii. The form must be approved and signed by the intern's immediate educational supervisor;
    - iii. The forms must be approved and signed by the psychologist who supervises the intern.
  - b. The **JUVENILE or THE PARENT OR GUARDIAN** may rescind his/her consent at any time in the taping process;
  - c. The **PSYCHOLOGIST SUPERVISING THE INTERN** reserves the right to accept or refuse the intern's request for audio taping;
  - d. **ADJC INTERNS and EMPLOYEE INTERNS** may only use audio taping for individual and family sessions. Audio taping of groups is not permitted;

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- e. **ADJC INTERNS and EMPLOYEE INTERNS** may provide one verbatim transcript of the tape for their competency exam only.
    - i. Once the exam is completed the **ADJC INTERNS AND EMPLOYEE INTERNS** shall return the only verbatim transcript to the ADJC supervising Psychologist;
    - ii. The **SUPERVISING PSYCHOLOGIST** shall then destroy the transcript.
  - f. **ADJC INTERNS and EMPLOYEE INTERNS** shall send the signed original, Form 1101.05A Informed Consent for Audio Taping, to the ADJC Intern Administrator and copies to the ADJC supervising Psychologist, intern, juvenile's parent, juvenile, and the education supervisor.
9. **ADJC INTERNS and EMPLOYEE INTERNS** shall not take any audio tape outside of ADJC premises unless the copy tab on the back of the tape is removed.
10. Upon completion of course assignment the **ADJC INTERNS and EMPLOYEE INTERNS** shall return the audio tape to the ADJC supervising Psychologist. The **SUPERVISING PSYCHOLOGIST** shall destroy the tape.
11. The **ADJC INTERNS and EMPLOYEE INTERNS** shall maintain confidentiality of the juvenile and family in the entire recording process:
  - a. Only first names of family members shall be used in the recording process;
  - b. Neither the last name of the ADJC juvenile nor his/her family member(s) shall be used in the recording process.
12. The ADJC **SUPERVISING PSYCHOLOGIST** shall remove any intern from the ADJC's program that is in violation of any rules of this procedure, and provide a detailed report to the intern's educational supervisor. If the intern is an employee of ADJC, **THE INTERN'S SUPERVISOR** shall employ further disciplinary measures per Procedure 2003.04 Employee Misconduct.

| Effective Date: | Approved by Process Owner: | Review Date: | Reviewed By: |
|-----------------|----------------------------|--------------|--------------|
| 11/07/05        | Debra Peterson             |              |              |
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